

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	STAT		
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

FYI -- to let you know
that the new Secretarial/
Classical may is about
to get off the ground.
Will keep you
posted.

STAT

ILLEGIB

STAT	FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			1/25/78
UNCLASSIFIED	CONFIDENTIAL	SECRET	

Secretarial

Executive Registry
78-4281

20 January 1978

MEMORANDUM FOR: See Distribution

SUBJECT : Secretarial/Clerical Management
Advisory Group

1. Congratulations on being nominated to represent your component
on the Secretarial/Clerical Management Advisory Group (MAG).

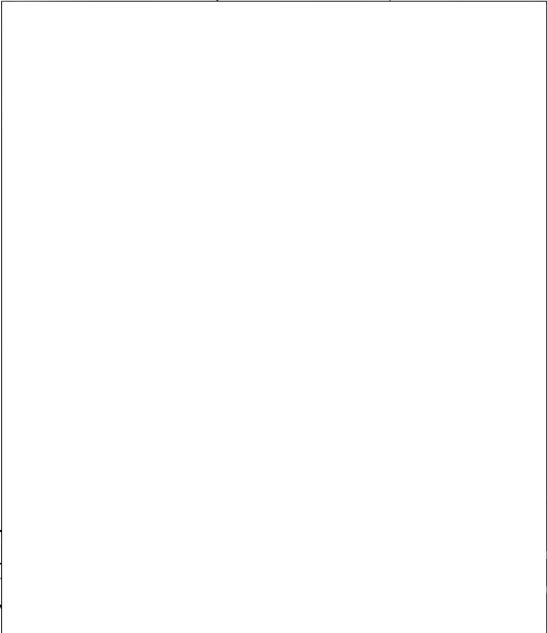
2. This new MAG has been formed to identify and address issues
relevant to secretarial/clerical employees and comment on those already
identified by management. Attached for your background are recent
suggestions and responses relating to secretarial/clerical concerns.

3. The first meeting of the MAG will be on Thursday, 26 January, 2-3:30
in Room 7D-64. Please be prepared to discuss how the MAG should be
organized, what issues you would like to see it address, and what
experience you may have had on any similar groups that the group
might find helpful.

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Deputy Executive Secretary

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78-4281-58
JAN 25 1978